

## **Minutes Meeting LIVE in person only at Town Hall**

**Monday, October 16, 2023**

**Libraries Board of Trustees**

**Great Barrington Town Hall**

**334 Main St. #1**

**Great Barrington, MA 01230**

### **Call to Order 5:12PM**

Roll Call:

Trustees Members :	Patrick Hollenbeck(Chair)
	Carol McGlinchey
	Lauren Clark
	Sandy Pantorno
	Ruby Chang (absent)
	Rob Shaeffer
Library Staff:	Donna Brown (Interim Director)

### **Approval of Minutes for September:**

Minutes from September 26-29 were related to working on Strategic Plan: Lauren made motion and seconded. All in favor and no opposed.

Minutes from September 13; Full library Trustee Monthly meeting: Motion made by Lauren, Rob seconded. Director report amended that it is not necessary to for the director need to go through the full report, just need to answer the questions. No other changes. All in favor say "aye". No one opposed. Unanimous approval.

### **Friends:**

No Friends present.

- Pat reviewed at last meeting October 12, Bobby Houston was willing to volunteer time and, probably, money to rejuvenate the Mason reading room. This is in the planning stage at this point. It is important and we will be in on it.

Before the end of the year, as part of the Strategic Plan, will need to delve into how we work with them.

The Charter, we basically oversee the Friends. It has never been that way, we do not tell the Friends what to do. They have the 501(c)(3). We need that now. They are happy to let us use this 501(c)(3). If it gets out of hand, there might be accounting fees that we have to agree to absorb. [Lauren: As long as it is not more than 7%, which is what Liana had said] At some point, we might as well go through her (agency, NPC, Nonprofit Center of the Berkshires.)

- Lauren: I read in one of our documents a few weeks ago that they do not want any more Friends and would like to run it with just the two of them? They have done a great job but it does not seem to reflect well on the library as a whole. Should we have more people?
- Pat: There is an army of volunteers that we do not have. Williamstown has a few hundred.
- Lauren: Somehow if we have more than two, seems like they could do so much more.

- Rob: I don't know if it was my comments at one of the meetings but Ed had said that they would be open to volunteers to do something under Friends but not them.
- Lauren: They are not going to reach out to get new members, but others can do it under the Friends of the Library
- Sandy: Did they explain why? [Rob: I did not ask.]
- Pat: This is a discussion that we will need to do to figure out.
- Sandy: The question would be when Ed and Holly are at a meeting and to say there are many members of the community that offered to be part of the Friends to help out any way that is needed through the surveys and OLLI focus groups. The question is: why don't they? Have more people. When other libraries have a large group of Friends? Might be something to research and be specific and clear about that. Get an answer and then go from there.
- Pat: film nights were one of the things that people really liked which they did for 3 years, that was completely them. Ramsdell opening on Sundays was by them and driving the events.
- Lauren: There used to be more Friends but they dropped off.

### **CPA Grant Application:**

- Pat: We do need to survive somehow and that should be part of our ecosystem. On October 23 we will have CPA grant coming up for FY24. This is from the CPC committee then goes to the town meeting. We hope to get that money. If we lose, don't know what is going to happen. This is very important. If we lose quorum then they cannot vote on it. People are there for the School agenda and some may split right after that.
- Sandy: Step 2 of the CPA?
- Pat: We did Step 2, First week of November will be next fiscal year's money.
- Sandy: Does anything have to be written/set up or are we using a consultant?
- Pat: I have spoken to Liana and people are not going to fill out forms for you. They do not know what is going on. They can help with structuring the larger picture. You have to do it yourself. Fortunately, there is not much different than what we just went through.
- Sandy: I never got a copy of the CPA?
- Pat: It is on the town's website.
- Sandy: I see the listing but did not see any way of opening it. Maybe it can be open and can actually take a look at it.
- Lauren noted it can be opened and anyone can look at it.
- Pat: Both Step one and Step 2 are on the website. Step 2 is the one where they have to take the final vote.
- Rob: Coming up in November is for the next year? Step 1 will be due the third of November.
- Sandy: Has that been done? I don't even know what it looks like.
- Pat: The forms are on the website. The only thing is different is the little box where we fill out the dollar amount.
- Sandy: Rob, you had sent this thing out and this is for what?
- Rob: This was the feedback from the CPA meeting and were the issues that the committee had for our first proposal. We cannot just cut and paste the same proposal. They had given us their issues of what was missing from the current fiscal year emergency round. This has to be addressed or should be, otherwise we are not moving forward.
- Sandy: reviewed the email and these things are missing for November.
- Pat: Those are documents and we can include them.
- Sandy: There is actually the needs assessment from Ramsdell?
- Pat: Most of those things on CPA are not municipal buildings, this is a municipal building. Outsiders are not held by the same procurement as us. [Rob: they asked for it, Pat.] But we cannot do it. We need money to do this and they know it. The town building has a higher standard and we will get that. If we get the money on October 23, then we can get the needs assessment done.

- Lauren: What Sandy is looking at is the first thing, the second one was addressed? [Pat; this came out on the second one.]
- Pat: We were trying to find libraries that had gotten hefty CPA grants and found a list of them. Karen Smith said the list were large libraries and we should find some from smaller libraries. Now, we have looked up smaller libraries.
- Lauren: so we are going to update the existing one.
- Sandy: Who is going to write the one for November? CPA grant for FY2025? [Rob: July of 2024 to June of 2025.]
- Pat: What is going to be helpful on this grant to include the program notice from MBLC Construction Project which is everything that the town needs to put up \$150,000. Ruby and I will be doing this. This is what it looks like and heavy lifting has been done, and we will add to this.
- Rob: We need to put in the name of the contractors. I ran into some from CPA and they want to support but they say that there had been other times where they had supported and nothing has happened. There is a bit of cynicism. Not laissez-faire and more professional make us look more we are on top of it.
- Pat: We had gotten CPA money every time we asked except for Jan 2020 when Chris Rembold and the town said don't do this and will find money from some other part of town funding so they could put more money into affordable housing and we complied with it. There is cognitive dissonance because we cannot go out and just solicit company and send something in that is over the amount by state law. We cannot do it. We are the only ones keep applying for this stuff because it is municipal.
- Sandy: If everything is clear and written, why did they only give \$50,000 and not the full \$200,000.
- Pat: Because it was not emergency. They could see we needed the \$50,000 but they looked at some of the stuff and they said we need the full amount by May '24 and they can be approved by the annual town meeting and backdated per construction grant. You do not need it right now.
- Sandy: They gave the \$50,000 but not the \$150,000 because it was not urgent. Otherwise, they would have given it if it was urgent?
- Rob: You don't know. The reason why we did not get the money because it was not viewed as emergency funding. They were definitive issues with the proposal that there were lots of blanks and that was another reason they were not going to consider the full amount. They want more precise information. They understood we need something to get going and hire consultants to do the assessment. We need the seed money.
- Sandy: I would make a motion, as you and Ruby do the CPA, that you bring it up with us behind you that we see it.
- Pat: We would need another special meeting then.
- Sandy: If Rob is saying that there are things that are missing, As a board, we want to make sure that the l's are dotted and t's are crossed. [Pat; fair enough!]
- Rob: we could get that circulated and give 24 hours on line and then we can make amend. The draft is completed the week before which is October 27 and circulated to everybody here then comments are due the following Monday or Tuesday. You will have 4 days. Meet on Wednesday.
- Sandy: I will do all my commenting and will be on a plane going to Portland on November 1st.
- Carol: I am sorry I had been away all of September when all of this was happening. I would like to clarify this is coming up because none of you saw it before it was submitted to the CPA?
- Sandy; We weren't involved and did not see it.
- Carol: Protocol-wise, is it normal to have the whole board review a document like this before it is submitted?
- Pat: It is a good idea.

- Sandy: They do need approval. They needed to see in March minutes that the trustees did move forward and approve it.
  - Carol: The idea is that more eyes will pick up on those details. Is there a template where we could really scrutinize it?
  - Pat: Everything is on the Town's website. CPC grant application form. [Rob noted it was on the website. Reviewed the fund and not everyone was going to get the funding...etc.]
- More discussion to update Carol on the whole process of construction and building program. Etc. We had funds allocated in 2018 for building program (funded by CPA) but the MBLC requested updating the building program. Covid happened and now we need to do more community engagement and outside group need to be brought back. The \$150,000 is for design and plan.
- Carol: The only thing that has happened was the handicap accessible ramp but we are not in emergency situation. The furnace has been replaced?
  - Pat: we do not have handicap accessible bathroom.
  - Sandy: What if the money was not given to renovate Ramsdell all these years, [Pat: it was never asked.] Nothing was done in 2018. Plan B? If money does not come through, we need to keep Ramsdell intact. We get the consultant they talk about the priorities. Maybe over five years we can take care of Ramsdell in bits and pieces depending on what the consultant tells us is most important to do. That way we feel that there are accomplishments rather than put up our hands.
  - Carol: How did we get money for the ramp?
  - Pat: It cost about \$18,000 to put up the temporary ramp by the town. Town manager did not want to put money into a temporary thing. Looking at Boston Library, they also had a temporary thing and it is still standing. It may look like a skate board thing but it gets people into the building but is not ideal.
  - Lauren: They did not ask us just they were going to do this now.
  - Pat: They got a bond for a couple of years. Once you do a certain amount of work to a building, the state laws says that you have to meet all of the code. Once you hit the trigger of using 1/3 of the assessed value of the building, you have to do everything.
  - Lauren: That is why we have not tried to do it piecemeal, because it is all or nothing.
  - Pat: You will not get the MBLC money. They will not pay a cent for a phased project. Mason applied in 2001 and building opened up in 2007. Some places, it drags on. Covid messed everything up. At 2018, they followed the program (like Monterey did) and once there was left over money, they got the money. Just do what Monterey did, get all our consultants and be ready. We have complied to everything MBLC said.
  - Carol: This all makes sense, we got the handicap ramp and next thing we need is the handicap bathroom. We have to figure out and strategize. That has to be the next immediate project.
  - Pat: Bathroom means plumbing, electrical etc.
  - Rob: What about an elevator?
  - Pat: That was the plan in 2010. The good thing is federal government grant to put elevators in municipal buildings by giving you \$250,000. The latest round ended September. We are not eligible because we need plans done and then submit it. There are money out in bits and pieces and as long as we do it in the right order.
  - Carol: How do you tease out what town voted is town money? Why can't we put to the town that as soon as the ramp is built that we needed the bathroom? Why can't we do that through town money.
  - Pat: That will be over the trigger. The ramp cost twice as much as what they thought it would. They budget about \$300,000 and I am hearing about \$600,000. That is all town money. They assessment value of the Ramsdell is somewhere around \$1.7M. 1/3 is just the ramp and add the roofing and heating stuff, very close to the State saying you have to fix everything.

**Vote:**

- Pat: We should vote on going ahead with the next CPA Step 1 for FY25.
- Rob: I make a motion that we vote to apply for the FY 24-25 CPA grant.
- Sandy: I second it.
- Pat: Any further discussion? ... none. Lets vote. All in favor say "aye". ("Aye" was unanimous)  
All Opposed none.

### **ARIS/Financial Report:**

- Pat: We need to appropriate some money to pay for work done for the Strategic Plan. Marissa Flower was \$600.00. Hanna Van Sickle was \$2500. This would come out of State Aid. (Pat will skip this for now.)

### **By-Laws:**

- Pat: This is from Mark, the by-laws get revised once a decade and last one was 2014. The next round is next year. These have to be approved at the State House. He said after looking at our by-laws, we are the only committee that has specific dates and times for the meeting beside the Conservation Commission. It does not really make any sense. None of the other groups have solid dates.
- Sandy: He is not saying changing the date is an issue. Something some of us want is something is going to hold. It is easier to plan our calendars.
- Lauren: We have done that in the past. Just recently, we needed to have more meetings.
- Rob: Meetings are open to the public and we need to keep one day a month. I do know at the Town Hall, they would like to see it in the by-laws. The fixed date is consistent.
- Pat: Thursday at 5:30, we were getting no public attendance at all. Till May, when we got two new board members was when we changed. In June, Town Manager asked to change the meeting time due to issues with Town of Alford. Then in July, we were trying to vote on who would be involved in ....
- Rob: I would like to make a motion that the second Wednesday of the month at 5PM would be our monthly meeting, with the provision if something comes up it gets changed. This would be blocked in beginning with November 2023.
- Carol: As long as it is communicated to all of us.

### **Motion:**

- Rob: I make a motion that we fix the by-law to accurately reflect that we are meeting on the second Wednesday of each month at 5PM at Mason Library.
- Sandy: I second it. Any discussion? No.
- Lauren: Right now, it is an in-person meeting and we are still up in the air if it is going to be hybrid?
- Donna: We have the capability to use the laptop but cannot see everyone. This is something I will need to look into.
- Lauren: No point to set up in the library. Someone need to do the Zoom. We did this before.
- Carol: Get more participation if we have the option of hybrid via zoom. If you are hard pressed to get to the meeting on time, you could zoom in. I can co-host since I am asking for it.
- Rob: I would also like to make a motion to change the term limits for secretary, treasurer and chair. The term should be one year with option for a second year, especially if nobody wanted to be that position.
- Carol: It is in the Trustee Pocket Guide, to rotate positions for a stronger board.
- Lauren: Every time there is election and there are new people elected, people are nominated and appointed. They are automatically one year term.
- Rob: It is rotated.
- Lauren: We all have different terms. Do we have a cap? Term is not the correct term since there is no cap to it.

- Rob: The two new people were at disadvantage when we held elections in May. Of course we want to be polite. It would be better were not nominated till September where we would have 90 day period of time to see how things go.
- Lauren: Everyone does have the opportunity to nominate someone, no matter the length of your term. The idea to wait so new people get a chance to get the temperature of it, I do not think it is a bad idea.
- Sandy: I was in error last meeting, my husband's library Trustees were elected and not appointed. So they were like us and were on a rotation schedule. They had president, vice president and treasurer and secretary and would just rotate. They were rotating every two years but we can rotate every year because our terms are much smaller. Then we do not have to vote and everyone gets the experience of different positions. Let's say, president is in surgery and is out for 6 months and you have nobody doing it because they do not have the experience. If something happen to the treasurer, nobody has done that in the past.
- Lauren: What if you don't want to do that position?
- Sandy: You would have to, it is not a matter of choice. You are doing it for the stability of the library and should be able to learn about those positions because it is important. We are not young people. If someone is out of commission for awhile, we need to know that things are going on smoothly and we owe it to ourselves and to our community. Right?
- Carol: Every 3 years hypothetically, go off and do not want to be re-elected and two new people come on. That is one third. You are brand new and not comfortable with the position. The point well taken, we almost need an orientation period. We got 6 people and 3 positions. It is not necessarily healthy for the town or board to depend on that one person that has all the knowledge. "Rotate leadership for a strong board", I think that is important for community and staff relations and for us to feel more empowered. It is problematic if 1/3 of the board is coming on every year.
- Pat: Some people don't stay for the three year terms. We had people be on the board for one year because they are finishing another's term.
- Sandy: Can we add a vice chair?
- Lauren: I have a question about what is the difference between the charter and that little booklet? The booklet are recommendations that may not be on our charter.
- Sandy: I will ask Mark about Date, Rotating of Positions and Vice Chair!
- Rob: When we only have 6 members, having 4 positions seem excessive. If the chair is out, the previous chair could run that meeting because they have experience. The first year there may be issues but not further one. Maybe with the new Library Director and Assistant Director would be a good time to have new leadership for us.
- Sandy: In organizations I had been involved with, I really like having someone second in command. The more built in security, the safer we are. We are not getting any younger. So.. not land on one person's lap.
- Lauren: I have been on the board for 9 years and it has never been an issue. The way it has been. We have never had loss of meeting or loss of what we were doing. I am just pointing out it has not been an issue. I don't know if something was changed 2014. I just don't think that is the most important thing we are facing.
- Sandy: MBLC noted it is a healthier way to have different people in different positions. Different perspectives. If you have the same people doing the same thing all the time, then things are read a certain way. If someone else comes along the way and has a different approach, different background, things change. Maybe people don't want to change and elect the same.
- Lauren: Kathy was chair for a long time, Did you think that was a problem?
- Sandy: I did not think about it in those terms.
- Lauren: I thought the person that chaired the best besides Pat was Ed. I thought he was great as chair. He was on the board for 1-2 years and then we elected him as chair. Then there was special election and he became selectman.
- Carol: There was no orientation and I did not know about the Charter. I did not get the minutes or agenda for the first two months when I started serving on the board. I asked Pat

for them. I think it is extremely important to retain board members that we thoroughly orient and recruit members. I felt frustrated when I could not find the charter on the website. I would be happy to put together an orientation packet to get up to speed. We have to recruit good quality trustees and have good rapport with the staff. There has been in the last 1 and 1/2 year there has been a disconnect between the trustee and the staff. I know Donna, you have not been going to all of the trustee meetings but you have been here for 17 years, what would you like to see from the trustees that would make the library staff feel a good connection and rapport.

- Donna: Working with the director rather than giving demands.
- Carol: So the perception is you have been given demands? [Donna: In the past.] Did Talya, Amanda, Samara felt that way! It is what a trustee is and our role. We are talking about demands coming from Patrick because he is chair? We are still in crisis still and we are still looking for director and cannot brush this under the carpet.
- Sandy: When you are talking about an orientation packet, that is an orientation packet right there. How trustees work with the director and that would go in that packet. That is the approach to have it in there. The MBLC actually has a page about what the trustees should be given in their new position. We can work off that. That would be part of the packet, how does the trustees work with the library director.
- Carol: I don't want to belabor this but Rob brought this up as part of the discussion and we still do not have a director and lots of resignations. I want to be part of the solution and not part of the problem.
- Sandy: I will help you put the packet together and will add how trustees work with the Director.
- Lauren: It is a little confusing, you said that we want to retain our trustees and recruit the trustees?
- Pat: the hardest part is getting people to get the signatures. I talked to you and gave you the trustee book right away. It is tough and nobody wants to be a looser in a small town. Let's get back to approving the bills of Marissa Flower for \$600.00 and Hanna Van Sickle at \$2250.00. We have to vote on it.
- Donna: Don't we do that before we expend the expense?
- Pat: We did not know how much it was going to be. The trustee has to approve this. We will do it separately.
- Carol: I was not here. Did you hire them? Was there a vote?
- Pat: We agreed that we were going to have people work on this.
- Carol: What is the proper procedure? I need to know rules and regulations.
- Donna: I believe it is coming out of State Aid, you need to vote ahead of time. But I don't know if we have the money.
- Pat: When we voted for lawn chairs, we knew the cost. Something like this we do not know how much.
- Donna: My understanding is you need to vote on it first and probably it would be to vote when you are actually hiring someone to do the work. Maybe not the amount but you should all be in agreement of the hire.
- Carol: It has to be a group decision, is that what you are saying.
- Rob: When you hire free-lance, you would get an estimate. We're thinking about a designer or grant writer, we would get an estimate and a range. We don't just offer it to the person. We get a range. Then we discuss that and approve of that in advance before hire. When Pat gets the bill, we sort of allocated the amount to cover it. It is in the budget. We did this in publishing, there are benchmarks. You would know in advance you would go over a budget and come back for additional approval. Ahead of time, you have an assessment. For design, we are approving \$500-\$750 and within that window we are comfortable with it. The editorial work it maybe \$2000-3000.00 and that is what we can do ahead and appropriate.
- Lauren: That is the way it has always been done and should be the way it is done. It did not happen this time. Should we be getting a written estimate before we hire them. They may not know but just have an estimate just on paper. Not having voted or idea of it and then getting

a surprise at the end. What I feel in this case, we had an emergency thing and trying to get it done. I don't think we should vote against it and have Pat pay for it. It is just a mistake we made.

- Pat: This has never happened like this before. There was hardware where we could define the price. Marissa Fountain Strategic Plan Design and Editing—-\$600.00. Is there a motion to approve?
- Lauren: I make a motion to approve to pay Marissa Fountain \$600.00 for editing and graphic design.
- Rob: I second.
- Pat: All in favor, say "aye" .... "aye" Carol abstain because she was not here for any of this. Rest say "aye". Motion carried.
- Hanna Van Sickle, Strategic Plan, drafting, revising and editing of a five thousand word document, \$2250.00. Is there a motion to approve?
- Rob: I make a motion to approve Hanna Van Sickle's invoice for editing of the Strategic Plan.
- Lauren: second (the motion)
- Pat: All in favor say "aye"
- "Aye" Motion carried for three with one abstain.

### **Strategic Plan/Next Step:**

- Pat: Deerfield made a 3 page fold out that is on their website and all over town. Take a look at that design... a cost effective way, 2 pages as opposed to 50 pages. That may be something nice for us to do when we get it out, maybe some money may come in. Subtle approach! Editing of the Strategic Plan: there are some typos and that is fixed by Margaret.
- Sandy: When I spoke with Maura, they do not look at the add-ons.
- Pat: We should get a final version of it.
- Sandy: I will make copy of the edits, do you want them?
- Pat: Yes. We will get that done. Philanthropists had requested specific things such as how much money the town had in the libraries...
- Sandy: When there is a picture in here, was there a sign off that their picture is being used? Parents are leery about having their pictures out. Thanks for checking that. It is really important for us to know. I will make a packet and bring it into the library.
- Donna: I will find out about it.
- Pat: You will give me the edits you have. On the Action Plan: Page 28. Library Trustee review before January of 2024. Nothing will be implemented. Mark told me he will actually assemble a charter committee but it will not be us. We can give recommendations to that committee and they will sift through them. There is the CPA thing, then LSTA, letter of intent has to be in sometime in December but no actual date yet. We also have MBLC Action Plan December first, that is serious. I am not sure about just sending this (SP?) In? Not sure if Action Plan for this fiscal year or for 2025. I will find that out. Finance Committee November 2023 is what we had talked about here. We need to ask elected official for library money, just point blank, reach out to them. I will find out. November is budget season.
- Sandy: Is there a formal outreach or just go to the meeting and say we want money? I don't know how much money we should be asking for?
- Rob: We should get money for grant writer.
- Pat: They probably won't give us that and we have take it out of State Aid. Liana has been very helpful and knows people that will do it, possibly for gratis.
- Sandy: I am confused again, Outreach to Selectboard and Finance committee November 2023 right? but no date? whenever the finance committee meets in November? I am assuming?
- Pat: Finance Committee only meets quarterly according to the Charter. I am going to call the chairman and talk to him and see what he says, Philip Orenstein.
- Sandy: Oh! You are doing a personal outreach not a committee meeting.
- Pat: You have to get a consensus of what is going on. There might be formal meetings if we request it in February. That is towards when they have to make a decision.



- Sandy: You are going to do an informal outreach to someone on the Selectboard and finance committee and ask them for amount of money that we don't know.
- Pat: We are going to give them a copy of the SP and see if they have any questions. Say we need funding. We think the building is going to take between five and six million dollars.
- Sandy: And you are going to say at this outreach? You are making a phone call as an outreach, this is not us? Doing anything in writing or formal?
- Pat: This does not have to be me, it could be you! The Selectboard people, there are two from Housatonic.
- Sandy: So you are just doing a very informal outreach? Alright! So there is nothing specific and nothing from us?
- Pat: I would not say nothing from you, if you have connections from someone you know then step up and say I can talk to this person, that would be great!
- Sandy: I thought it was actually like going to the Finance Committee.
- Pat: That will probably happen in January/February it is on their schedule but you have to put it in their pipeline.
- Sandy: If there is a more formal meeting in 2024, we will have to have something written formally to present to the Finance Committee.
- Pat: This is a municipal building and is the town's responsibility to take care of it.
- Sandy: Well, they have not done it. We need to have something formal that is going to make them do it, right?
- Pat: At some point, Chris Rembold is whom this is going to fall on. What I am trying to do is find out what other libraries have done and give everybody an idea of who can do it. In Amherst and Somerville Massachusetts they went to DPA/CPC and said that they needed, one library was \$1.5M and not all this year, \$300,000/year for 5 years would be great and it passed. So, that is how we are going to do it. Taxpayers are already paying for this through the CPA tax and no extra hit on the tax payers. The Town will need to come up with a bond for that and there is interest on that. We can create how that works in that fashion. Anyway, that is the long and short of that.
- Lauren: Your idea is to get this idea and information into the heads of all the people that have a direct impact on whether or not we will get any money. Would it behoove us to know someone on other boards say Selectboard. I am pretty tight with Leigh and I am going to go to her. Or, I am pretty tight with Eric and I will go to him. Potentially create more interest? I just want to know.
- Pat: Lobbying, right! On the 23rd, if we were to get some money, we would be talking to the consultants too for fundraising.
- Sandy: Who are the fundraising consultants? Who is "we"?
- Pat: We talked about this before. [Sandy: We have to make sure we do this all together right?] Financial Development Agency, here is a list of the libraries they had raised money for. I had been talking to this guy since 2017.
- Sandy: So now, we should know about, again if someone is going to bill the library, right?
- Pat: I know this guy, we had been talking, at some point he is going to give us a contract, that is when I am going to bring it to you guys.
- Sandy: Other people might know people too right? [Pat: Bring it on, if you guys know people please do it. Please, if you guys know someone...] It is really important....MBLC give a list of consultants right? Okay, and we have contacts now with Maura Deedy and Rob Favini.
- Lauren: I think it doesn't matter, whoever has the time and interest, I mean among us [Sandy: and local, and local...] Whoever has the time and interest to investigate... do it. [Sandy: I don't mind investigating also and getting a couple of people that has been recommended by the MBLC and by those top people and someone that is local enough to the area then to check out one or two? ]
- Carol: I want to acknowledge Sandy, that is what is important to get new people on the board. We all have our skills and talents and that is great. So we don't feel there is only one or two people that can do this. .... direction to make it appropriate to do it.

- Pat: Just do it. If you know somebody, talk to them see what they say. When I talk to Matthew from this company ...[ (not sure who spoke), with planning and coordination...] if you know people call them.
- Rob: I think what we are trying to get at is the first time this has been presented to us, there has not been an opportunity to consider the context, because we don't know what is going on and the steps, so we are looped in from the get go, there is a reach out saying, you know anybody that can consult and reach out to them. [...communication issue.]
- Pat: It is in the Action Plan, we need to do the financial consulting in the fall and you guys should be all over this.
- Rob: We should have a conversation about the Action Plan and go through it and parse it out..quarterly benchmarks of what we want to achieve and there should be a conversation about it and a directive on who is going to do what.
- Sandy: That should be in the agenda!
- Pat: That is what we are talking about now. That is the story on that. One other point, the people who are doing the fundraisers, they are doing the Triplex, that is who the Triplex is hiring so they are pretty embedded in the community. They are doing the Pittsfield YMCA, [Sandy: Who is that again? What is the name of the company?] It is right on the sheet, Financial Development Agency in Amherst. They did Stockbridge Library, RoJen Library basically did everything around.
- Sandy: Sounds good! Okay! It will be interesting to check them out. I also want to remind everybody for everyone that was not at the last meeting. I had concern about the Strategic Plan, about trustees are not suppose to do programming. And I am going to read this again from Maura Deedy and Rob Favini, I quote” programming is fully operations is under the prevue of library director and staff. Trustees should not be involved in the development or running of programs and events.” We can give input, like financial workshops, we can give ideas to the library director and then the director and with the director's staff work on it.
- Rob: I agree with that, what is puzzling is why we are doing it in the SP? In the future, it would make sense the library should fulfill the benchmarks and they are going to know what is realistic and what is achievable. It is ultimately on their plate. It does not make sense for us to write about programming.
- Pat: Can you find the specific one? The benchmarks for programming was from 2019.
- Sandy: Patrick, I am going to say it again, Every place, number 4, page28, where it has any kind of planning, there first thing on there is trustees.
- Pat: We need this in context here. First of all, this talks about 2029 which none of us.... [Sandy: 2023,2024,2025.] There are sixty boxes that needed to be filled in, 61, we can change it. We did not want everything to be library director, library director, library director, 60 times, who is going to want to take this gig? We are trying to show them there is a team of people that are helping. [Sandy: You could have Library Director and staff with assistance from Trustees.] That is fine, it is semantics. Tell me what you want to change and we can change it as long as it is not substantive.
- Sandy: We can change it so that Trustees are not doing programming. At Plan for programs, plan to set up programs, plan to coordinate with libraries, programs per month...
- Pat: It says by whom, Trustees and Friends and Library Staff. Friends help with money, We are not open at night. How is programming going to happen?
- Sandy: I am not debating when, I am not debating time. I am saying we, as trustees, according to the State, are not allowed to do certain things, It is in the purview of the director. .. in all times.
- Pat: In May, when we had those webinars, Ruby asked when we are down staff and no library director, that trustees can assist and will find a way to get it done. The other one say there are ways to do it.

### **Board Speak:**

- Carol: I would like to acknowledge Donna and Christine for following up with opening up the main front room of the Mason Library. .... the Action Plan have adult programming movies

going forward. They are hearing us, with the short staff , with what was presented on (last meeting) Thursday night, already on Friday, they were already out there, dusting off the shelves and moving the shelves and moving the audio CD collection and I was honored to process with them and seeing the flow. So, even with the short staff, the day after, they were putting the action plan in place to get ready for movies for adult programming...clapping. We are not talking about not having adult programs even in the situation we are in, they are there the next day implementing the plan.

- Pat: Was there some young man working?
- Donna: Sam is working in the children's room. He came up and helped.
- Carol: Thank you!. ..clapping!! Christine is dusting the shelves.

**Meeting Adjourn 7:06 pm.**

Respectfully submitted,

Ruby Chang  
Secretary